

CSC Adopted: **October 2001** , CSC Revised: \_\_\_\_\_**Class Title: Landscape Coordinator I****BRIEF DESCRIPTION OF THE CLASSIFICATION:**

Administers landscape programs in accordance with federal, state and local codes, regulations and policies. Reviews public and private landscape and development plans and construction specifications for code compliance. Conducts site inspections, establishes tree and shoreline conservation and mitigation requirements and enforces the city's tree ordinance and landscape zoning codes. Develops public relations and educational materials and presents public information.

**ESSENTIAL FUNCTIONS:**

*This information is intended to be descriptive of the key responsibilities of the classification. The following examples do not identify all duties performed by any single incumbent. Specific requirements of individual positions are described in the Job Description.*

	Physical Strength Code	ESSENTIAL FUNCTIONS
1	M	Directs landscape programs by overseeing public and private development projects, enforcing ordinances, reviewing engineering plans and specifications, assisting with design projects to minimize impacts to trees and plants, establishing removal and replacement guidelines, establishing vegetation procedures for protecting buffer areas or animal exhibits, reviewing and issuing permits, conducting hazard assessments and developing ordinance revisions.
2	M	Reviews development plans for compliance with codes and zoning ordinances, inspecting projects during development, inspecting installations, visiting project sites to ensure contractor has implemented the plan correctly and reject or approve for certificate of occupancy, processing bonds for incomplete projects, developing ordinance revisions and documenting, investigating and resolving ordinance violations.
3	L	Performs planning and design by conducting site visits, analyzing and conceptualizing design, drafting, inventorying and mapping natural features in GIS or CAD format, designing and developing various natural resource plans, reports and programs, pricing designs, finalizing, and occasionally presenting ideas.
4	L	Implements and maintains internal database and spreadsheet systems by logging and tracking site plans, construction reviews and code violations, developing and maintaining respective natural resource GIS data layers, compiling and analyzing resource data and creating reports.
5	S	Performs related duties by composing approval and disapproval letters, scheduling and attending meetings and making and returning phone calls.
6	L	Designs animal exhibit landscapes and enclosures; coordinates plants for landscaping by ordering and accepting deliveries, organizing plants for specific jobs and maintaining plants while they are in the yard. Designs and labels plant displays; develops and conducts public awareness and education programs.

CSC Adopted: October 2001 , CSC Revised: \_\_\_\_\_**CLASS REQUIREMENTS:**

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Formal Education / Knowledge	Work requires broad knowledge in a general profession or technical field in forestry, urban forestry, natural resource management, horticulture, arboriculture, soils management, image interpretation, computer applications and public administration. Knowledge is normally acquired through four years of college resulting in a Bachelor's degree or equivalent
Experience	Two years experience in forestry, urban forestry, arboriculture, horticulture, natural resource management or a closely related field.
Certifications and Other Requirements	Valid Driver's License, Commercial Pesticide Applicator's License (Category 3A- Ornamental Pest Control), Nurseryman Certification; depending on area of assignment, may require I.S.A. Certified Arborist (or certification within 12 months of appointment).
Reading	Work requires the ability to read technical and scientific journals, plans, blueprints, scaled drawings, construction specifications, scientific journals, aerial photographs, project specifications, codes and regulations, manuals, maps, surveys, forms, records and legal documents.
Math	Work requires the ability to perform general math calculations such as addition, subtraction, multiplication and division as well as geometry, statistical analysis and basic algebra.
Writing	Work requires the ability to write plans and specifications, reports, memos, correspondences, brochures, education materials, grants, and natural resource plans.
Managerial	Managerial responsibilities include developing and implementing CBPA riparian forestry programs, developing various natural resource plans and programs, maintaining respective GIS data layers and maps and conducting various administrative duties. Organizes public education and awareness programs.
Budget Responsibility	N/A
Supervisory / Organizational Control	Work requires the occasional direction of helpers, assistants, seasonal employees, interns, volunteers or temporary employees.
Complexity	Work requires analysis and judgment in accomplishing diversified duties. Work requires the exercise of independent thinking within the limits of policies, standards, and precedents.
Interpersonal / Human Relations Skills	Contacts others within the organization. These contacts may involve similar work units or departments within the City which may be involved in decision making or providing approval or decision making authority for purchases or projects. Works with individuals outside the City who may belong to professional or peer organizations. Working with various state and federal agencies may also be required. Vendors and suppliers may also be called upon for information on purchases, supplies or products. Meetings and discussions may be conducted with customers, vendors and sales representatives. Regular interpersonal contact with the general public.

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Sedentary	Light	Medium X	Heavy	Very Heavy
S = Sedentary Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time	L = Light Exerting up to 20 lbs. occasionally, 10 lbs. frequently, or negligible amounts constantly OR requires walking or standing to a significant degree.	M = Medium Exerting 20-50 lbs. occasionally, 10-25 lbs. frequently, or up to 10 lbs. constantly.	H = Heavy Exerting 50-100 lbs. occasionally, 25-50 lbs. frequently, or up to 10-20 lbs. constantly.	VH = Very Heavy Exerting over 100 lbs. occasionally, 50-100 lbs. frequently, or up to 20-50 lbs. constantly.

**PHYSICAL DEMANDS:**

C = Continuously 2/3 or more of the time.	F = Frequently From 1/3 to 2/3 of the time.	O = Occasionally Up to 1/3 of the time.	R = Rarely Less than 1 hour per week.	N = Never Never occurs.
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*This is a description of the way the job is currently performed; it does not address the potential for accommodation.*

PHYSICAL DEMANDS	FREQUENCY CODE	DESCRIPTION
Standing	F	During inspections, making presentations
Sitting	F	Desk work, driving
Walking	F	Around inspection sites
Lifting	O	Supplies
Carrying	O	Equipment and supplies
Pushing/Pulling	F	During site inspections
Reaching	O	For supplies
Handling	O	Paperwork, equipment
Fine Dexterity	F	Computer keyboard
Kneeling	O	During inspections
Crouching	F	During inspections
Crawling	R	During inspections
Bending	F	During inspections
Twisting	F	During inspections
Climbing	O	Stairs, ladders
Balancing	O	On ladders
Vision	C	Reading, computer monitor, driving
Hearing	C	Communicating with personnel and on telephone
Talking	C	Communicating with personnel and on telephone
Foot Controls	F	Driving
Other (specify)	N	

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Soil borer, diameter tape, increment borer, hand saw, pruners, chainsaw, vehicle, 2-way radio, soil probe, soil PH meter, computer, scanner, plotter, ArcView, Geographical Information System, Microsoft Access, Excel, Power Point, Outlook, Tree Manager, QBIC , Evergreen, Internet Explorer

**ENVIRONMENTAL FACTORS:**

D = Daily	W = Several Times Per Week	M = Several Times Per Month	S = Seasonally	N = Never
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HEALTH AND SAFETY		ENVIRONMENTAL FACTORS	
Mechanical Hazards	D	Dirt and Dust	D
Chemical Hazards	M	Extreme Temperatures	D
Electrical Hazards	S	Noise and Vibration	W
Fire Hazards	N	Fumes and Odors	N
Explosives	N	Wetness/Humidity	W
Communicable Diseases	S	Darkness or Poor Lighting	N
Physical Danger or Abuse	M		
Other (see 1 below)	W		

PRIMARY WORK LOCATION	
Office Environment	X
Warehouse	--
Shop	--
Vehicle	--
Outdoors	X
Other (see 2 below)	--

(1) Ticks, snakes and rats

(2)

**PROTECTIVE EQUIPMENT REQUIRED:**

Hard hat, steel toe boots, tick/mosquito repellents

**NON-PHYSICAL DEMANDS:**

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NON-PHYSICAL DEMANDS	
Time Pressures	F
Emergency Situations	O
Frequent Change of Tasks	F
Irregular Work Schedule/Overtime	O
Performing Multiple Tasks Simultaneously	F
Working Closely with Others as Part of a Team	F
Tedious or Exacting Work	F
Noisy/Distracting Environment	F
Other (see 3 below)	N

(3)